Aggarwal Books

FREE ACCOUNTING & GST BILLING FOR WINDOWS

The Complete User Guide

Everything you need to run your books yourself: invoices, GST, TDS, reports, backups and year-end, step by step.

Easy mode | Pro mode | GST ready | TDS | Reports | Backup

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Find what you need in seconds

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How to read this guide. Start with chapters 1 to 3. Use the rest when you need them. Keys like F8 are keyboard keys. **Bold words** are buttons or menu names you will see on screen.

1 Install and first start

Two minutes to a working app

1. Download **AggarwalBooks-Setup** from our website and double-click it.
2. If Windows shows **"Windows protected your PC"**, click **More info** and then **Run anyway**. This appears because the app is new and free. It is safe.
3. Choose the folder to install in (the default is fine) and click **Install**.
4. Open **Aggarwal Books** from the desktop icon or Start menu.
5. Read and accept the terms the first time you open it.

Where is my data?

In a database inside **C:\Aggarwal Books Data**. Nothing is sent to our servers. Your books stay on your computer.

Automatic backups

The app saves a backup of every company as you work, in the **Backups** folder inside the same data folder.

Works offline

No internet is needed for daily work. Internet is only used if you connect Google Drive.

Important. Copy the **C:\Aggarwal Books Data** folder to a pen drive or another computer every week. A backup on the same computer is not enough if the computer fails.

⏱️ **2 minutes**
from download to first screen

🔒 **Offline**
your data stays on your PC

💾 **Weekly**
copy the data folder

2 Create your company

Tell the app about your business

1. On the first screen, click **Create company**.
2. Enter the **business name**, address, **GSTIN** (if registered), state and PAN.
3. Choose the **financial year** (for example 2025-26, from 1 April to 31 March).
4. Choose your mode: **Easy** (big buttons, plain words) or **Pro** (keyboard-driven, like accounting software you may know). You can switch any time from the top bar.
5. Add your **opening balances**: what customers owe you, what you owe suppliers, bank and cash. This is where your old books carry in.

Easy mode

Best if you are not an accountant. Everything is a button: New invoice, Receive money, Add bill, Pay supplier.

Pro mode

Best for accountants. Vouchers with shortcut keys, ledgers, trial balance, GSTR screens.

More than one company?

Use the company name at the top to switch company or year. Every company has its own books and its own backup.

Tip. Open **Settings → Business profile** to add your logo, bank details and invoice terms. They print on every invoice.

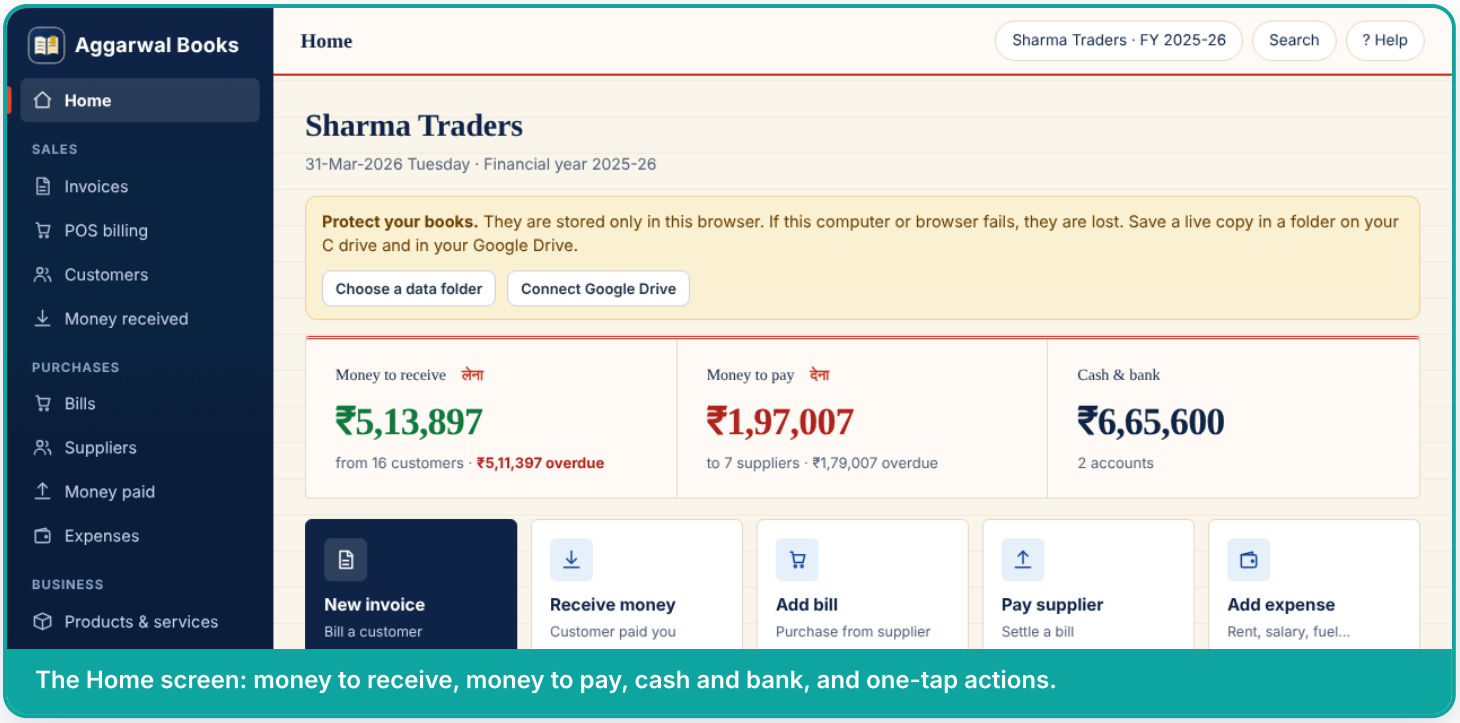
🏢 **One company**
per business, one backup each

🔁 **Switch mode**
Easy or Pro any time

📒 **Opening balances**
carry your old books in

3 Easy mode: your daily screen

Everything starts from Home



The Home screen: money to receive, money to pay, cash and bank, and one-tap actions.

Top boxes

See how much customers owe you, how much you owe, and your cash and bank balance at a glance.

Big buttons

New invoice, **Receive money**, **Add bill**, **Pay supplier**, **Add expense**, **New quote**, **Check GST**.

Left menu

Sales, Purchases, Business, Reports, GST and more tools. Click any name to open it.

Search

Press Ctrl + K or click **Search** and type what you want to do, like “backup” or “GSTR”.

A typical day. Morning: check the top boxes and **Collections due**. Daytime: **New invoice**, **Receive money**, **Add expense**. Evening: check the **Day book**.

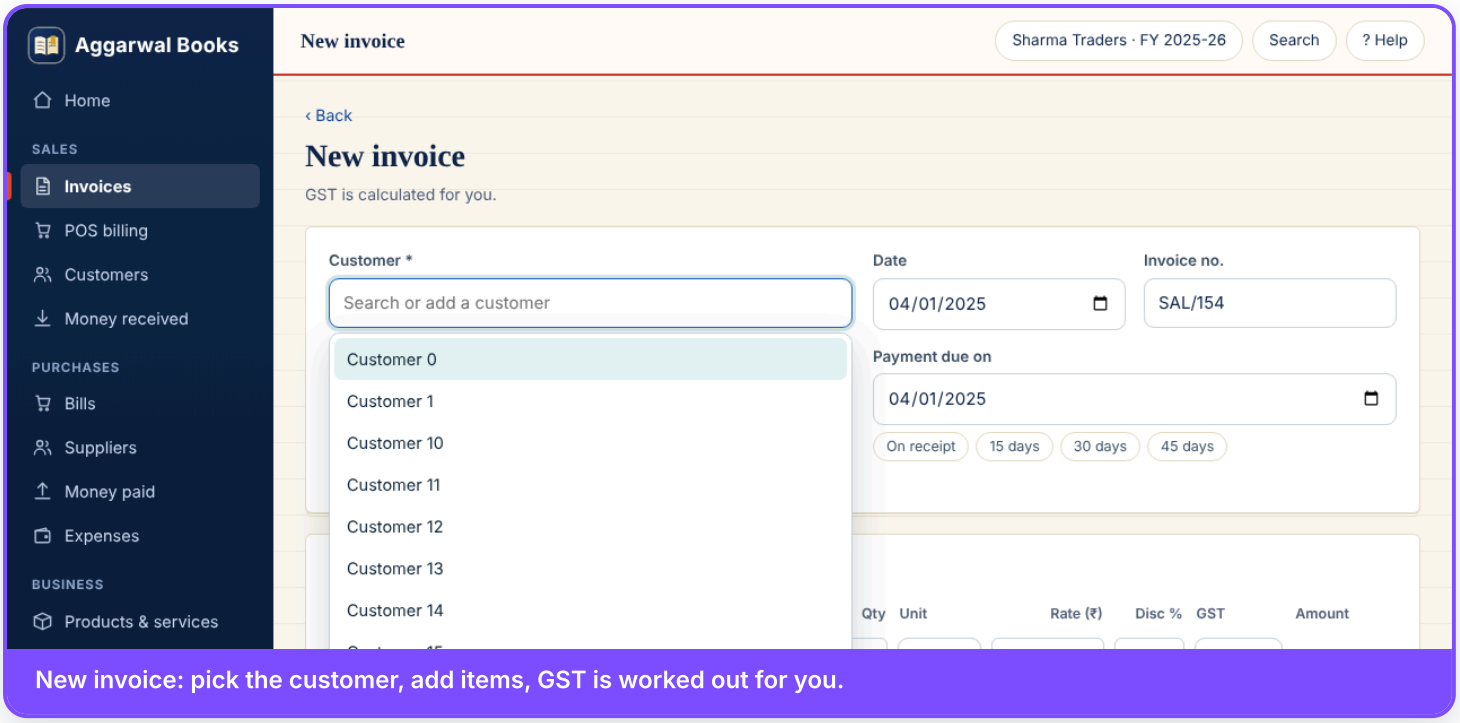
➕ **Big buttons**
start every task from Home

🔎 **Ctrl+K**
finds any screen

📊 **Live totals**
receive, pay, cash and bank

4 Sales: invoices and receipts

Bill customers and record payments



New invoice: pick the customer, add items, GST is worked out for you.

1. Click **New invoice**. Pick the customer or type a new name to add one.
2. Check the date, invoice number and **Payment due on** (tap On receipt, 15, 30 or 45 days).
3. Add items: name, quantity, rate, discount and GST rate. Press **Enter** in the last box to add the next line.
4. Click **Save invoice**, or **Save & print** to print or save a PDF.
5. When the customer pays, click **Receive money**, choose the customer and the bills that this payment settles.

Also here. Quotes & orders for estimates, sales orders and delivery challans. **Credit note** for sales returns. **POS billing** for counter sales.

🧾 **Invoice**
GST is calculated for you

💰 **Receive money**
settle the exact bills

🖨️ **Print or PDF**
Save & print

5 Purchases: bills, payments, expenses

Record what you buy and what you spend

1. Click **Add bill** to record a purchase from a supplier. Enter the supplier's invoice number and date exactly as on their bill.
2. Choose items or expense heads. Select the GST rate so that your **input tax credit** is recorded.
3. To pay the supplier, click **Pay supplier**, choose the supplier and tick the bills you are paying.
4. For rent, salary, fuel, tea and other costs, click **Add expense**.
5. For purchase returns use **Debit note**. For orders to suppliers use **Purchase order**.

Reverse charge (RCM)

Set up the tax ledgers once with **Set up tax ledgers (GST, RCM, TDS)**. The app then handles reverse-charge entries.

Bank and cash

Use **Cash & bank** to see balances and **Move money between cash and bank** for deposits and withdrawals.

Check twice. A wrong supplier invoice number or date can mismatch with GSTR-2B later. Enter them exactly as printed.

What happened	Which button
Bought goods or services on credit	**Add bill**, then **Pay supplier** when you pay
Paid for a small cost at once (tea, fuel, courier)	**Add expense**
Returned goods to a supplier	**Debit note**
Took cash to the bank, or withdrew it	**Move money between cash and bank**



Bills

enter the supplier number exactly



Pay supplier

tick the bills paid



Input credit

recorded by GST rate

6 Customers, suppliers and products

Your master lists

Add a customer

Customers → Add customer. Enter name, GSTIN, state, phone and email. Credit days set here fill the due date on invoices.

Add a supplier

Suppliers → Add supplier. If the supplier is a small business, mark MSME and the Udyam number. This matters for the 45-day rule.

Add a product or service

Products & services → Add product. Set unit, HSN or SAC, GST rate, sale price and opening stock.

Add a bank account

Cash & bank → Add bank account, with opening balance.

Codes are automatic. Every ledger gets a code (customers C0001, suppliers V0001, and so on). They show in the trial balance.

Statement of account. Open any customer or supplier and click **Ledger statement** to see every entry, print it, or send it for follow-up.

List	Must fill	Good to fill
Customer	Name, state	GSTIN, credit days, phone, email
Supplier	Name, state	GSTIN, PAN, MSME and Udyam number
Product or service	Name, unit, GST rate	HSN or SAC, sale price, opening stock
Bank account	Name, opening balance	Bank details for printing on invoices (in Business profile)

State decides the tax. The state of the customer, compared with your state, decides whether the invoice carries CGST and SGST or IGST. Set the state correctly on every customer.

One name, one party. Do not create the same customer twice with slightly different spellings. Search first, then add.



Customers

credit days fill due dates



Suppliers

mark MSME for the 45-day rule

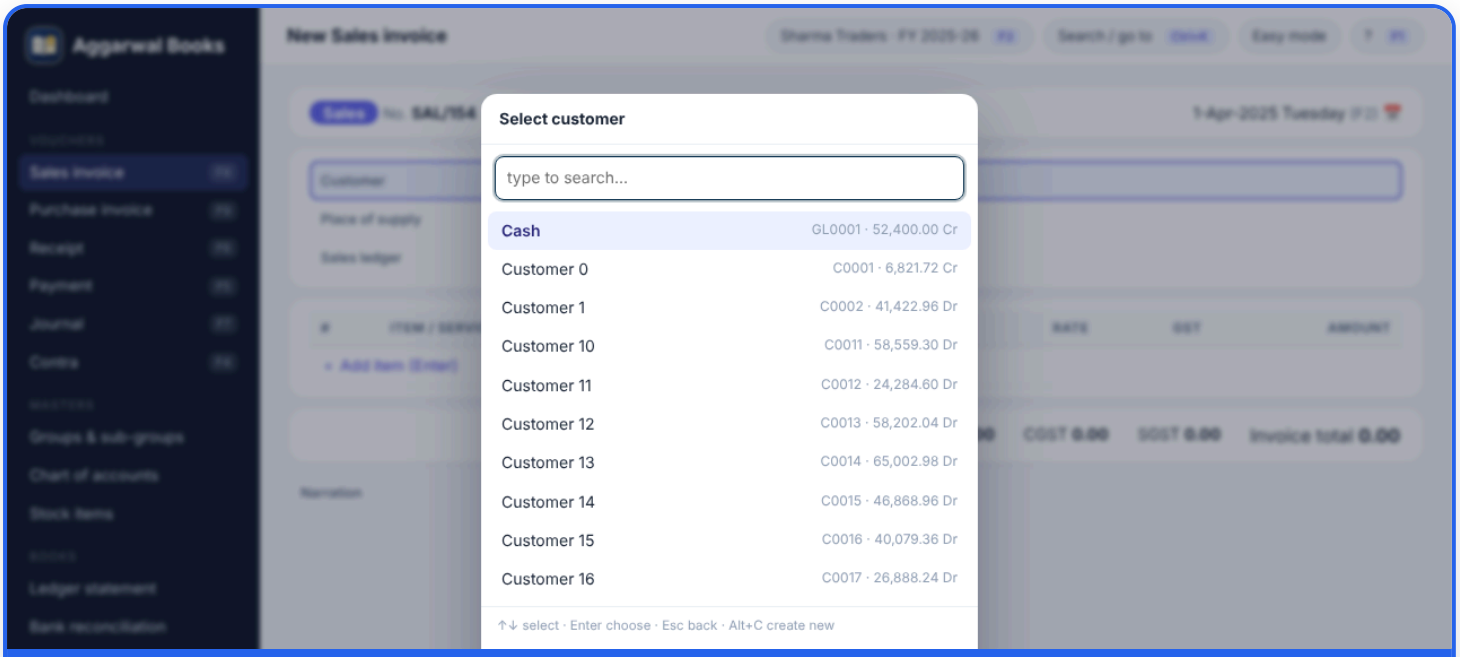


Products

HSN, rate and stock

7 Pro mode and keyboard shortcuts

Fast entry for accountants



Pro mode: the voucher screen opened with F8, with the shortcut-key menu on the left.

Key	What it does	Key	What it does
F8	Sales invoice	F5	Payment
F9	Purchase invoice	F7	Journal
F6	Receipt	F4	Contra (cash/bank transfer)
Ctrl + F8	Credit note	Ctrl + F9	Debit note
Ctrl + K	Search / go to anything	F1	Help and shortcuts
Alt + F2	Change period	Alt + P	Print
Alt + E	Export to Excel	Esc	Go back

Switch modes any time. Click **Easy mode** or **Pro mode** in the top bar. Your books are the same in both.

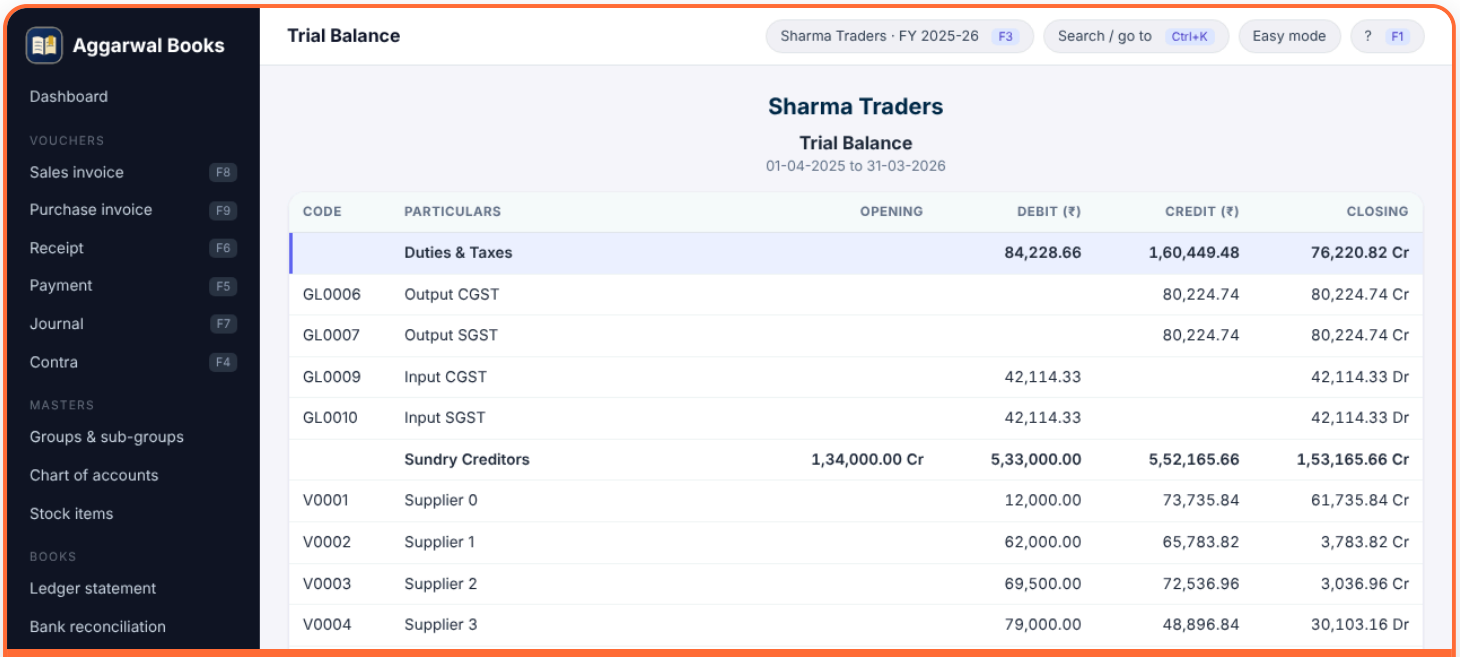
F8 / F9
sales and purchase

Esc
always takes you back

Alt+E
export any report

8 Reports: trial balance, P&L, balance sheet

Know where your business stands



Trial balance with ledger codes, opening, debit, credit and closing.

Trial balance

Every ledger with opening, debit, credit and closing. Click a row to drill down to the entries.

Profit & loss, Balance sheet

Normal view and **Schedule III** format for companies. Change the period with Alt+F2.

Day book, registers

Day book, Sales register, Purchase register and Cash/Bank books for any period.

Cash flow, Stock summary

Cash flow statement and a stock summary with closing stock valuation.

Final report pack. Final report pack (Excel) collects the main statements in one Excel file for your auditor or banker.

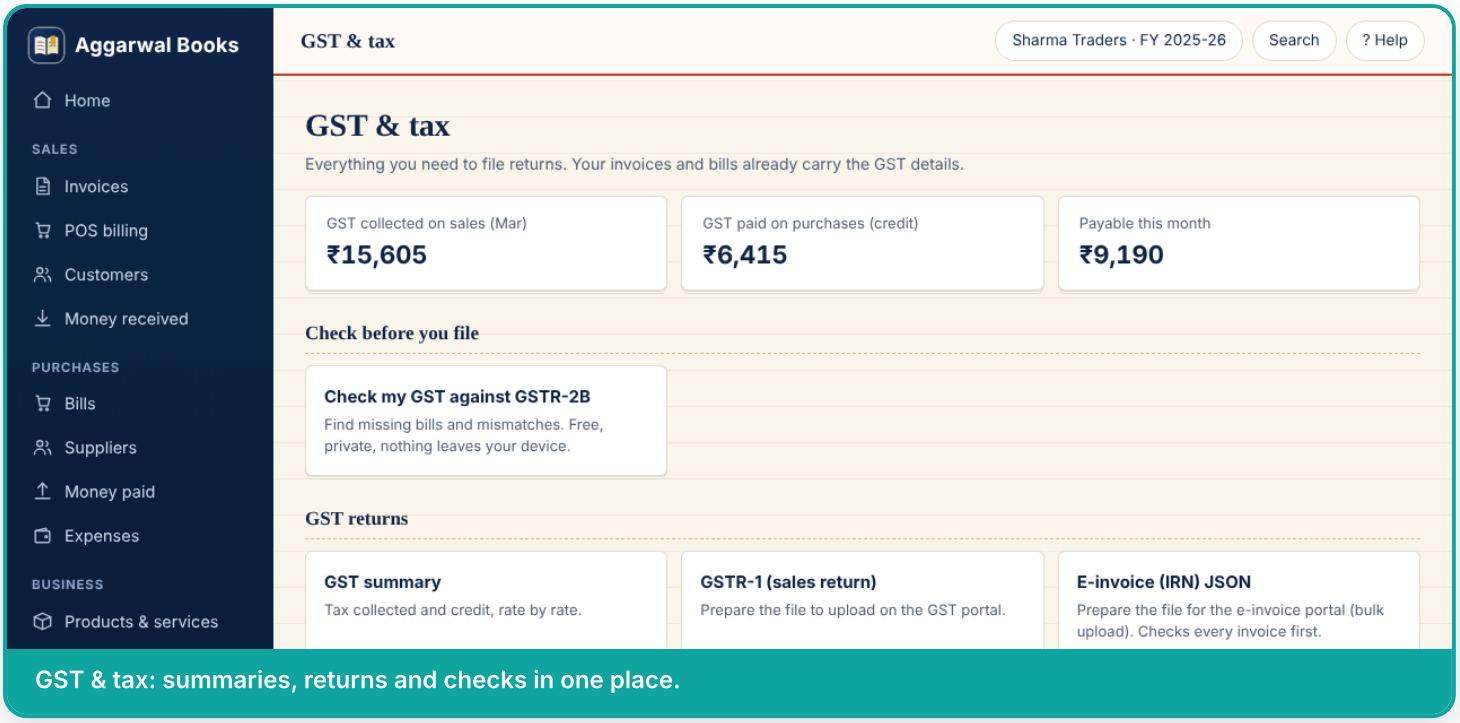
⚖️ **Trial balance**
drill down to entries

📈 **P&L, Balance sheet**
also Schedule III

📁 **Report pack**
one Excel for the auditor

9 GST: returns and reconciliation

Prepare your returns with confidence



GST & tax: summaries, returns and checks in one place.

1. Open **GST & tax** (Easy) or press the shortcut for **GST summary** (Pro).
2. Open **GSTR-1** to see your outward supplies grouped as the portal expects.
3. Open **GSTR-3B** to see tax payable, input tax credit and net amount to pay.
4. Use **Check my GST against GSTR-2B** to match your purchase bills with your supplier's filings. Fix mismatches before filing.
5. For businesses that need it, **E-invoice (IRN) JSON** prepares the file for the e-invoice portal.

Filing. Aggarwal Books prepares the figures and files. You still upload and file on the official GST portal. Always check the numbers before filing.

GSTR-1
outward supplies

GSTR-3B
tax payable and credit

2B check
fix mismatches first

10 TDS

Deduct, deposit, and keep the register

1. Open **TDS deduction entry** when you pay a party on which tax must be deducted. Choose the section and the party.
2. The app calculates the TDS using the rate in **TDS sections & rates**. You can change a rate there.
3. When you deposit the tax, record it with **TDS payment (challan)**.
4. Use **TDS register** and **TDS summary** to see who was deducted, how much, and what is deposited.

Set up once

Run **Set up tax ledgers (GST, RCM, TDS)** so that the right ledgers exist before your first TDS entry.

Check before depositing

Match the TDS register with your challan amounts every month before the due date.

Note. Rates and sections change. Confirm the current rate with your CA before you rely on it for a return.

When	What to do
Every payment on which TDS applies	Deduct at the time of payment or credit, whichever is earlier, using **TDS deduction entry**
By the 7th of the next month	Deposit the tax and record it with **TDS payment (challan)**. The due date for March is different.
After each quarter	Use **TDS register** to prepare the quarterly return and check PAN of every party

In the books. Until you deposit it, the TDS you deducted sits in a liability ledger. Depositing it clears that ledger. If the ledger still shows a balance after the due date, a deposit is missing.



Deduct
right section, right rate



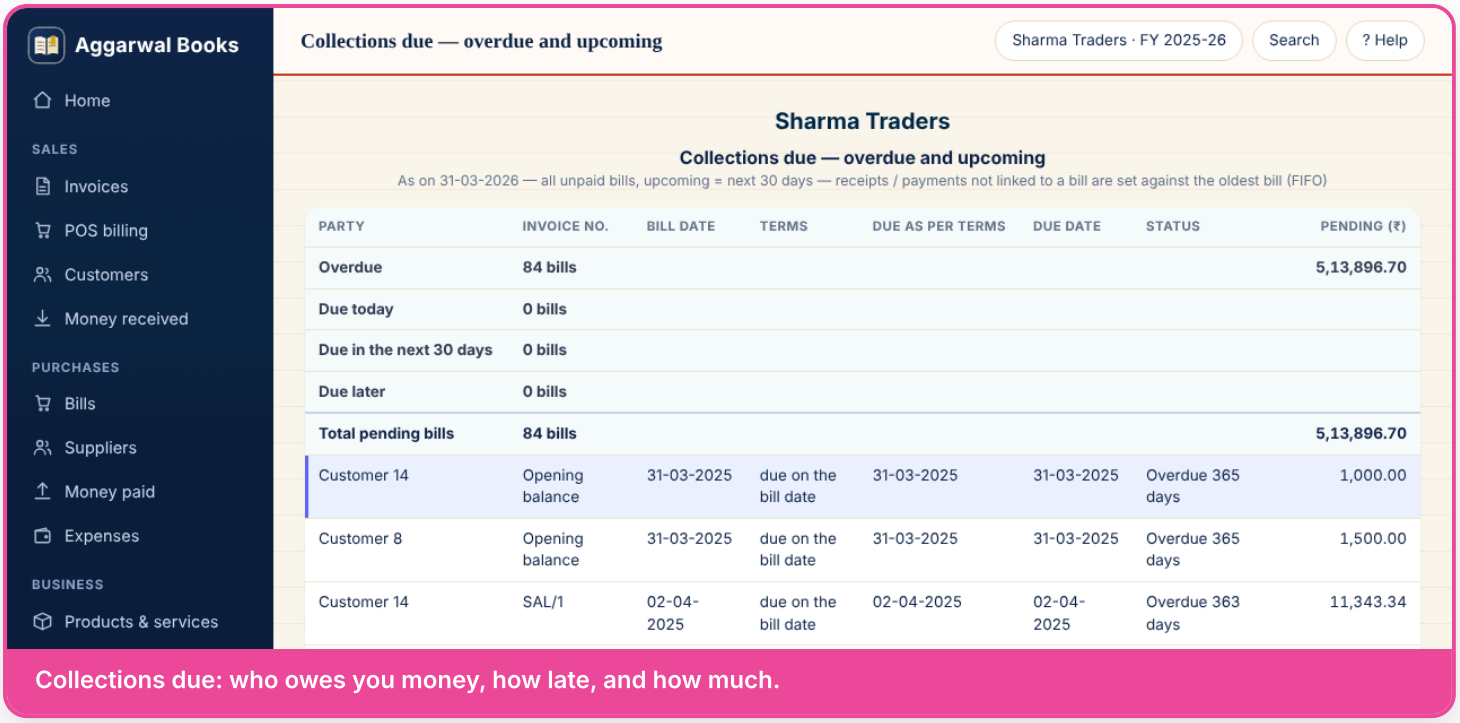
Deposit
record each challan



Register
check every month

11 Dues, ageing and MSME 43B(h)

Never miss money in or money out



Collections due: who owes you money, how late, and how much.

Collections due

Customers who owe you, overdue and coming soon. Send **Payment reminders** to those who are late.

Payments due

What you must pay suppliers and by when, so no due date is missed.

Ageing

Ageing of debtors and creditors, with the **Schedule III** versions for company accounts.

MSME and 43B(h)

MSME payables and 43B(h) shows bills to micro and small suppliers that must be paid within the time limit to claim the expense. Fill the MSME details on each supplier first.

Settle bills properly. Use **Adjust receipts / payments against bills** to match a payment to the exact bills it settles. Ageing is only right when this is done.

⏰ **Collections**
chase overdue customers

July 17 **Payments**
never miss a due date

🏷️ **43B(h)**
pay MSME bills on time

12 Business tools

More than billing

POS billing

Fast counter billing with barcode scanning.

Payroll

Salary sheets and party-wise salary entries.

Fixed assets & depreciation

Add assets and let the app work out depreciation for the year.

Recurring invoices

Rent, retainers and subscriptions: set once, create again each month.

Expiry tracker

See stock that will expire soon. Good for medicines and food.

Barcode labels

Print barcode labels for your products.

Cost centres

Tag entries to a project, branch or department and see profit for each.

Quotes & orders

Quotation, sales order, delivery challan and purchase order, all in the same style.

Where to find them. Click **More tools** in Easy mode, or search with Ctrl+K.

Your business	Tools to open first
Shop or retail counter	POS billing, Barcode labels, Expiry tracker
Trader or distributor	Quotes & orders, Stock summary, Payment reminders
Service firm or consultant	Recurring invoices, Quotes, Cost centres
Any business with staff	Payroll, Fixed assets & depreciation



POS

fast counter billing



Payroll

salary sheets



Assets

depreciation done

13 Control and safety of entries

Keep your books trustworthy

Lock the books

After a month or year is finished, lock it. Nobody can change old entries by mistake.

Reverse an entry

Instead of deleting, reverse. The original stays and a matching opposite entry is added. This keeps your audit trail clean.

Deleted entries

Deleted something by mistake? Open **Deleted entries** and restore it.

Audit trail

See who changed what and when. Useful for audits.

Copy an entry

Repeat a similar entry quickly with a new date and number.

Change a voucher number

Renumber an entry safely when needed.

Good habit. Lock each month after you file GST. Reverse instead of delete. These two habits prevent most accounting mistakes.

Do this	Not this
Reverse a wrong entry	Delete it silently
Lock the month after filing GST	Leave old months open for anyone to edit
Check the audit trail when numbers change	Guess who changed the entry
Restore from Deleted entries	Enter the same entry again, which may double it



Lock

after every GST filing



Reverse

do not delete



Audit trail

who changed what

14 Import from Excel

Bring existing data in

1. Open **Backup & data** (Easy) or **Backup, import & year-end** (Pro).
2. Download the right **template**: ledgers, vouchers, sales invoices with items, or purchase bills with items.
3. Fill the template. Keep one entry per row, or use the many-debit-many-credit template for salary and RCM entries.
4. Choose **Ledgers from Excel** first, then **Vouchers from Excel** or **Sales invoices / Purchase bills with items**.
5. Check the result in the trial balance before you continue.

Import ledgers first. Vouchers refer to ledger names. Import or create all ledgers before you import entries.

Test first. Try an import on a copy of your company. Use **Save a copy** before a big import.

Template	Use it for
Ledgers	Customers, suppliers, banks, expenses: always import first
Vouchers	Receipts, payments, journals and contra entries
Many debit, many credit	Salary, RCM and any entry with several lines
Sales invoices with items	Sales with item, quantity, rate and GST
Purchase bills with items	Purchases with item, quantity, rate and GST

Most common import mistakes. Ledger names spelt differently from the master list; dates typed as text; debit and credit not equal in one entry; blank rows in the middle; the same invoice number twice.



Ledgers first
then entries



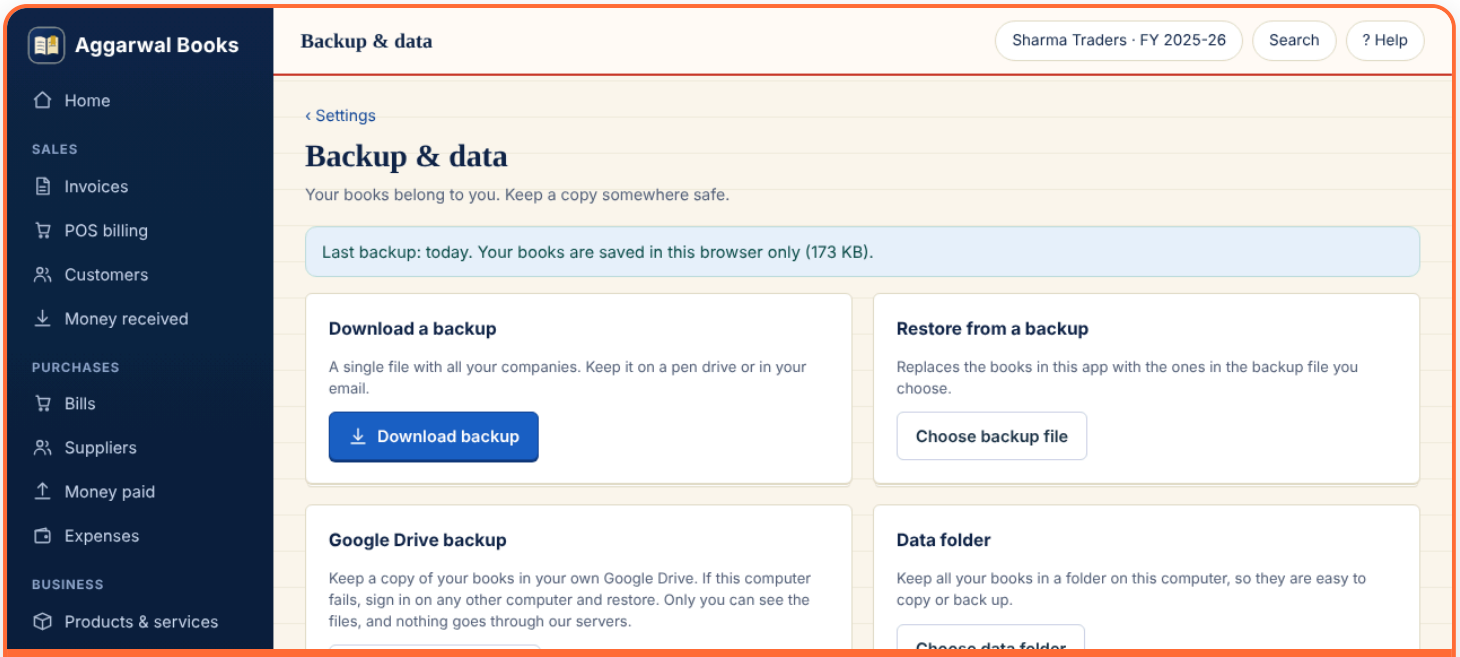
Test on a copy
before a big import



Templates
inside the app

15 Backup and restore

Protect your books



Backup & data: backup, restore, automatic backups, Google Drive and data folder.

Download backup

One file with all companies. Keep it on a pen drive or in your email.

Save a copy

A database copy of one company. Works for any size of books.

Automatic backup

The app keeps backups as you work. Use **Choose automatic backup** to go back to an earlier date.

Google Drive

Connect your own Google Drive for an off-site copy. Only you can see the files.

Rule of three. Keep three copies: on this computer, on a pen drive, and on Google Drive or another computer.

3️⃣ **Three copies**
PC, pen drive, cloud

☁️ **Google Drive**
your own account

⏪ **Go back**
to any automatic backup

16 Year-end and new year

Close one year, open the next

1. Finish your entries and check the trial balance, ageing and stock.
2. Take a full backup with **Download backup**.
3. Lock the old year with **Lock the books**.
4. Open **Year-end: carry forward** (in Backup, import & year-end). Closing balances become opening balances of the new year.
5. Check the new year's opening trial balance.

Closing stock

Use **Closing stock** to enter it or calculate it from items before the year-end.

Switch year

Use the company name at the top to open an earlier year to look up entries.

Tip. Try year-end on a copy first if you are doing it for the first time.

Before you lock the year	Done
Bank statement matches the bank ledger	☐
Stock counted and closing stock entered	☐
Ageing of debtors and creditors reviewed; bad debts decided	☐
Depreciation and unpaid expenses booked	☐
GST and TDS agree with returns; full backup taken	☐

📦 **Backup**
before year-end

🔒 **Lock**
the old year

➡️ **Carry forward**
closing becomes opening

17 Problems and answers

Quick fixes

Problem	What to do
Windows warns when installing	Click **More info** then **Run anyway**. The app is new and not yet widely downloaded.
I cannot find a screen	Press Ctrl + K and type its name.
Numbers look wrong after import	Check ledger names, dates and Dr/Cr in your Excel file. Restore your copy and import again.
A button does nothing for a few seconds	Wait. Some actions on large books take a moment. The message appears after.
I deleted an entry	Open **Deleted entries** and restore it.
The computer crashed	Reinstall the app and use **Choose automatic backup** or **Choose backup file**.
Which mode should I use?	Easy if you are not an accountant. Pro for speed with the keyboard. The books are the same.

Still stuck? Write to us on WhatsApp or email. Details are on the last page.

When you write to us, send these four things. The app version (shown in Help), the name of the screen, what you clicked just before, and a screenshot. We can then answer in one message.

🔎
Ctrl+K
search first

♻️
Deleted entries
restore anything

💬
WhatsApp us
we reply fast

18 Worked example: one month of books

From first invoice to GST return

Sharma Traders sells and buys in the same state during April. Follow the same steps with your own numbers.

Event	Amount	GST at 18%	Total
Sale to Mehta Stores	₹1,00,000	₹18,000	₹1,18,000
Purchase from Gupta Supplies	₹60,000	₹10,800	₹70,800
Rent paid (no GST)	₹15,000	-	₹15,000

1. Click **New invoice**, choose Mehta Stores, add the item at ₹1,00,000 with 18% GST. The invoice total shows ₹1,18,000. Click **Save & print**.
2. Click **Add bill**, choose Gupta Supplies, enter their invoice number and date exactly as on the bill, add the goods with 18% GST. Total ₹70,800.
3. Click **Add expense** for rent of ₹15,000 and choose how it was paid.
4. When Mehta Stores pays, click **Receive money** and tick their invoice. Pay Gupta Supplies the same way with **Pay supplier**.
5. Open **GST & tax**. Output tax is ₹18,000 and input credit is ₹10,800, so **GSTR-3B** shows ₹7,200 payable (₹3,600 CGST and ₹3,600 SGST).
6. Run **Check my GST against GSTR-2B** after your supplier files. Fix any mismatch, file on the GST portal, then **Lock the books** for April.

Check yourself. Open **Trial balance**. Debit total and credit total are always equal. If they are not, something was imported or entered wrongly.

19 What each entry does (debit and credit)

See the books behind every button

What you do	Debit	Credit
Sale on credit	Customer	Sales; Output GST
Receive money from customer	Bank or Cash	Customer
Purchase on credit	Purchases or expense; Input GST	Supplier
Pay supplier	Supplier	Bank or Cash
Expense paid	Expense	Bank or Cash
Sales return (credit note)	Sales return; Output GST	Customer
Purchase return (debit note)	Supplier	Purchase return; Input GST
Cash deposited in bank (contra)	Bank	Cash
TDS deducted while paying	Supplier or expense	Bank (net); TDS payable
TDS deposited	TDS payable	Bank
Reverse charge (RCM)	Expense; Input GST (RCM)	Supplier; Output GST (RCM)
Depreciation	Depreciation expense	Asset

Three rules to remember. Person: debit the one who receives, credit the one who gives. **Thing:** debit what comes in, credit what goes out. **Income and expense:** debit expenses and losses, credit income and gains.

You do not post these by hand. The app makes both sides when you save an invoice, bill, receipt or payment. This page helps you read the day book and trial balance with confidence.

20 Daily, monthly and yearly checklists

Habits that keep you ahead

When	What to do
Every day	Enter sales, purchases, receipts and expenses. Check the Day book. Look at Collections due.
Every week	Copy the **C:\Aggarwal Books Data** folder to a pen drive. Send payment reminders.
Every month, by the 7th	Deposit TDS and record the challan.
Every month, by the 11th and 20th	File GSTR-1 and GSTR-3B (monthly filers). Run the GSTR-2B check before 3B. Confirm dates on the portal, as extensions are sometimes given.
After filing	Lock the month. Take a backup.
Every quarter	TDS returns. Review ageing and MSME payables under 43B(h). Advance tax instalments fall on 15 June, 15 September, 15 December and 15 March.
At year-end	Follow the year-end checklist, take a full backup, lock the year and carry forward.

Tip. Put the three habits that matter most on a sticky note: **enter daily, lock monthly, back up weekly**.

Dates change. Due dates are extended or revised from time to time. Treat this table as a reminder, and confirm the exact date with your CA or on the official portal.

21 Glossary: words you will meet

Simple words for accounts and GST

Word	Plain meaning
Ledger	An account for one party or head, such as a customer, a bank or rent.
Voucher	One entry in the books: an invoice, receipt, payment, journal or contra.
Trial balance	List of all ledgers with their balances. Debit total equals credit total.
GSTIN	The 15-character GST number of a business.
HSN / SAC	Code of a product (HSN) or a service (SAC) that decides its GST rate.
Input tax credit (ITC)	GST you paid on purchases that you can set off against GST on sales.
Reverse charge (RCM)	The buyer, not the seller, pays the GST on certain purchases.
GSTR-1 / GSTR-3B / GSTR-2B	Sales return / summary return with payment / purchase credit statement from the portal.
E-invoice (IRN)	A sale invoice registered on the government portal, which gives it a unique number.
TDS	Tax deducted at source: tax you hold back while paying and deposit with the government.
MSME and 43B(h)	Micro and small suppliers must be paid in time for you to claim the expense in that year.
Ageing	How old the unpaid bills are: 0 to 30 days, 31 to 60 days and so on.
Contra	Moving money between your own cash and bank.
Journal	An entry with no cash or bank, used to adjust or correct.
Credit note / Debit note	Reduces a sale (credit note) or a purchase (debit note) after a return or correction.
Place of supply	The state where the supply is treated as made. It decides CGST+SGST or IGST.

22 More questions and answers

Quick answers

Question	Answer
Do I need internet?	No. Daily work is fully offline. Internet is used only if you connect Google Drive.
Is my data sent to you?	No. Your books stay on your computer. We cannot see them.
Is the app really free?	Yes. It is a free gift from our firm, with no fee and no time limit.
Can the app file my GST return?	It prepares the figures and the files. You upload and file on the official GST portal.
How do I move to a new computer?	Install Aggarwal Books, then use **Choose backup file** with your latest backup, or copy the data folder across.
I entered a wrong invoice. What now?	If the month is open, edit it. If it is locked, use a credit note or reverse the entry and enter it again.
Which mode should my accountant use?	Pro mode. The books are identical, so the owner can use Easy mode on the same company.
Who can I ask for help with accounts or GST?	Our firm. WhatsApp or email us. Details are on the last page.

Keep this guide. Save the PDF on your computer. Press Ctrl + F in your PDF viewer to search for any word.

23 Split a bulky company at any date

When data grows, start fresh without losing anything

1. Take a full backup first with **Download backup**.
2. Open **Backup & data** and click **Split company data** (in Pro mode: **Utilities**, then V).
3. Choose the date from which the new books should start, for example the first day of a month.
4. Type a name for the new company. The original keeps its name and stays untouched.
5. Read the summary and click **Create company**. You are now in the new books.
6. Open **Trial balance**. Opening balances equal the closing balances of the day before the split date.

What the new company gets

Opening balances of all ledgers, unpaid bills and advances, closing stock as opening stock, all masters and settings, and the entries dated on or after the split date.

What stays behind

Earlier entries stay in the original company. It remains your complete record of the year, and you can open it any time from **Switch company**.

Take full-year figures from the original. Use the original company for the full-year profit and loss, balance sheet, depreciation and MSME 43B(h). File GST and TDS for periods before the split date from the original, and later periods from the new company.

Best time to split. Right after you file a month and lock it. Splitting at a month start keeps GST periods clean. The new company refuses entries dated before its start date. You can split the new company again later.

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